



**Web-based Portal 2.1**  
**District User Guide**  
Version 2.1 Revised 8/2/17



**IDAHO**  
STATE DEPARTMENT OF EDUCATION

**Program Support**

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Additional resources are available on the Advanced Opportunities website:

<http://www.sde.idaho.gov/sectr/adv-opp/index.html>

Quick Guide for Student Registration  
Video with Student Registration Instructions  
Video for District Set-Up  
Submission Guide for District Managers

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## **Program Overview**

### ***Fast Forward***

The Fast Forward program provides every student attending an Idaho public school an allocation of \$4,125.00 to use towards Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 through the passing of House Bill 458. The fund can be used for:

- **Overload Courses**

An overload course is a high school level course that is taken in excess of the student's regular school day. These courses are offered online, during the summer, and / or after school. In the event that student incurs a cost for such courses, the Fast Forward program can pay up to \$225.00 for the cost of the course. Overload courses must be above and beyond the full course load offered by the student's local school.

- **Dual Credit Tuition**

Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Fast Forward program can pay up to \$75.00 per credit, and in most cases, the cost of these credits is \$65.00. Dual Credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab. The Fast Forward program may also pay for "vertically aligned credits" where a student earns credit for a course through participating in a more advanced class or by earning a certain score on college placement tests.

- **Exams**

Student can utilize Fast Forward funds to pay for a variety of college-credit bearing or professional technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Career Technical Education (PTE / CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.

### **Challenging Courses**

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student a high school credit without requiring that the student take the course. Contact your local school district for a list of courses eligible for challenge under Advanced Opportunities.

***Early Graduation Scholarship***

Early Graduation Scholarships are available for students who graduate at least one full year early from a public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly \$1,600.00.

Scholarships can be used at Idaho public post-secondary institutions. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If a student elects not to attend a college or university immediately after high school, they will have up to two years to utilize the scholarship before it expires.

**Funding Information**

If a student is taking a dual credit course from an Idaho institution (NIC, UI, LCSC, CWI, BSU, CSI, ISU), the institutions have agreed to wait for tuition payment, if the student has an approved request, until the end of the semester. The state will pay these institutions directly.

If the student is taking an overload class, the state will pay IDLA directly; all other course providers may require payment up front. In this case, the state will pay the district for approved requests at the end of the semester. If the families prepaid the course cost, the district will reimburse the families for courses funded through Fast Forward.

If the student is taking an exam, the exam provider may require prepayment for the exam. Some districts cover this cost, while others have families prepay for the exam. At the end of each semester, the state will send payment for approved exams to the districts. If the family prepaid, the district will reimburse the families for exams funded through Fast Forward (up to the limits allowed through Fast Forward.)

For the Early Graduation Scholarship, funding will be sent directly to the post secondary institution at the beginning of the fall semester.

***End of Fiscal Year***

It is critical that all deadlines are met. Idaho Statute 33-4602 requires that all requests are made prior to the end of the fiscal year (June 30<sup>th</sup>). The SDE cannot provide funding for any requests made after June 30<sup>th</sup> for the preceding school year. The system does allow for make-up payments between terms, however, these requests may only be entered if allowed by course providers.

## DISTRICT NAVIGATION

### District Set-Up

#### Creating an Account

All school district personnel who will be using the Advanced Opportunities Portal, must first create an account through ISEE. If your district is federated, you may use your school district credentials to log into the portal.

#### Assign Roles

Once you've created an ISEE account, roles must be provisioned to district users through the Administration Application (i.e., Admin Tool). The superintendent or technology director in each school district can assign these roles. There are three types of district users: Advanced Ops District Management, Advanced Ops District, and Advanced Ops School. These roles can be found in the Academics Hierarchy of the Admin Tool. Users only need **one role** consistent with the highest level of access that they need. Do not assign multiple roles to a single account. For assistance accessing the portal, you can contact the State Department of Education (SDE) Help Desk at (208) 332-6987.

- **Advanced Ops District Management:** This role should be provisioned to *only one* person in the school district. District Managers will be responsible for submitting the final data to the State Department at the end of each term.
- **Advanced Ops District:** This role should be provisioned to counselors and administrators who will be approving and editing registrations submitted by your students. This user will have access to districtwide data. This user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission.
- **Advanced Ops School:** This role should be provisioned to a counselor or administrator who is overseeing approvals in just one particular school. This person will be able to see student data pertinent only to his school. The user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission.


#### Application/Submission Windows


Application/submission windows have been set by the state, with input from school districts and the post-secondary dual credit offices. If your district needs to customize student access windows, please contact Tina Polishchuk. Registration dates for 2017-2018 are:


Term	Student Access/ Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
Summer 2017	May 1 – June 30	July 1 – Aug17	Aug18, 2017
Fall 2017	Aug 21 – Sept 29	Oct 2 – Nov 3	Nov 10, 2017
Spring 2018	Jan 8 – Feb 23	Feb 26 – Apr 27	May 4, 2018
Trimester 1	Aug 21 – Sept 29	Oct 2 – Nov 3	Nov 10, 2017
Trimester 2	Nov 20 – Jan 19	Jan 22 – Feb 2	Feb 9, 2018
Trimester 3	Feb 12 – Mar 30	Apr 2 – Apr 27	May 4, 2018

## Advanced Opportunities Portal Timeline 2017-2018


	S	M	T	W	Th	F	Sa
June					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
July	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
August	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
September	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
October	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
November	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
December	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
January	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2	3
February	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2	3
	4	5	6	7	8	9	10
March	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
April	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
May	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16


 Student request/Data entry window


 Student request/Data entry deadline for school districts: all funding requests must be entered/approved by this time


 Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

 Summer submission deadline for school districts: August 18th


 Student request/Data entry window- during this time the SDE will be processing summer payments

 SDE approves Summer Data/Payments are made to course providers and school districts


 Student request/Data entry deadline for school districts: all funding requests must be entered/approved by this time


 Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

 Data frozen for final college approval of course rosters


 Fall submission deadline for school districts: November 10th

 Counties approve Certificate's of Residency forms in portal

 Certificate of residency forms due to county clerks for out-of-district tuition


 SDE approves Data/Payments are made to course providers, school districts, and counties

 Student request/Data entry window


 Student request/Data entry deadline for school districts: all funding requests must be entered/approved by this time


 Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

 Data frozen for final college approval of course rosters

 Certificate of residency forms due to county clerks for out-of-district tuition

 Spring submission deadline for school districts: May 4th

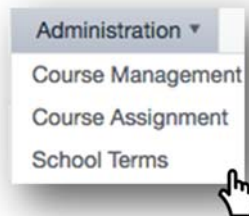
 Counties approve Certificate's of Residency forms in portal

 SDE approves Data/Payments are made to course providers, school districts, and counties

- **Student Request/Data Entry Window:** This is the window during which school personnel will be approving and entering funding requests. It is critical that all courses that are expecting funding are entered by the end of this window.
- **Verification Window:** During this time, all course providers log into the portal to verify enrollment for all requests made by students. During this time, course providers and schools district will communicate with one another to work through any errors or missing information. District personnel adding or editing requests during this time, should only do so in collaboration with course providers. After course providers have completed this step, they will send out bills to students who are paying for courses out of pocket.
- **County Approval Window:** During this time, county clerks log into the portal and verify receipt of a Certificate of Residency for students attending a community college.
- **SDE Approval Window:** During this time SDE staff will process all funding requests and send back any errors. SDE staff will scan the data for the following: student flags, odd dollar amounts, incorrect course titles, duplicate requests, ineligible course providers, ineligible courses, and make-up payments. If courses are found in these categories, SDE staff will reach out to the school district for clarification or send the request back for further review.

### School Terms

Schools have been pre-populated to function on a trimester/semester schedule. If the schedule setting in a particular school changes, the District Manager can change this by selecting “**School Terms**” under the Administration tab.



Users can toggle between terms by clicking on the individual “**Term Type**”, change between semesters and trimesters, and then hit “Save Changes”.

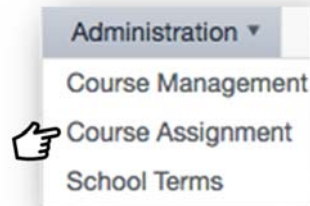


### Term Type Management

✓ Save changes Cancel changes

### Assign Course Offerings

Before students can log into and register for state funding, each school will need to set up a list of courses that are available to students. This will determine what students will see when requesting funds for a course. This will need to be done for each school separately by the District Manager. To do this, hover over the **“Administration”** tab and select **“Course Assignments”**:



Select the appropriate information and click **“Populate Grid”**; the following grid will appear:

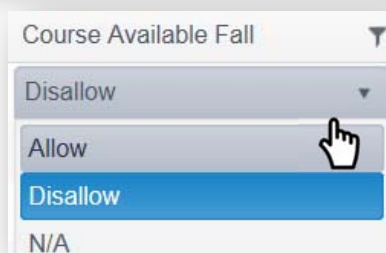
 A screenshot of the 'Course Assignment' form. At the top, it says 'Select the school year, school that's assigned the courses, and the course provider, then press "populate grid".' Below this, it says 'After that, select the terms each course is available for. While you're able to set availability for every course, if the cell is greyed out, the course provider has indicated that the course isn't available this term and the course won't appear as an option when applying for reimbursement - even if it's set as Allowed on this page.' The form has three dropdown menus: 'School Year' (2017-2018), 'School To Assign Courses To' (ABERDEEN HIGH SCHOOL), and 'Course Provider' (College of Western Idaho). At the bottom, there are two buttons: 'Populate Grid' and 'Back Home'. A hand icon points to the 'Populate Grid' button.

In the grid, select **“Allow”** for the term during which the course will be available at the school. This will allow students to register for only the courses that your school offers. Courses from all post-secondary institutions are defaulted to **“Disallow”**.

✓ Save changes    ⌛ Cancel changes

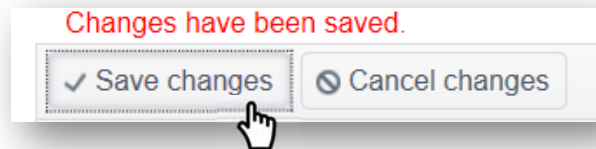
Drag a column header and drop it here to group by that column

course Name	Course Available Summer	Course Available Fall	Course Available Spring
ACAD 101	N/A	Disallow	Disallow
ACAD 106	N/A	Disallow	Disallow
ACAD 108	N/A	Allow	Disallow
ACCT 205	N/A	Allow	N/A

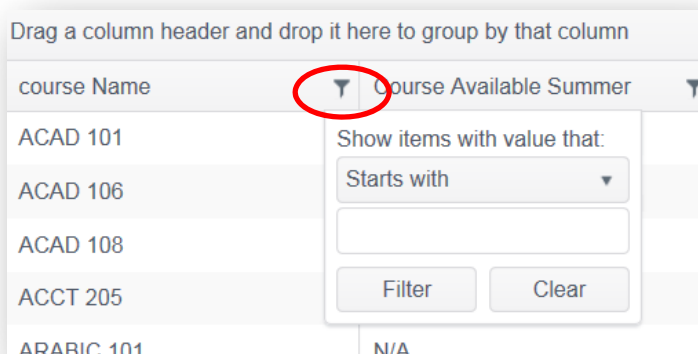


If a certain course does not appear in the list, please contact the dual credit coordinator at the post-secondary institution. The colleges and universities maintain these lists. If the field appears to be grayed out this means the provider has not made the course allowable for the term. In this case, please contact the provider to discuss the modification of terms for a given course.

After saving changes, these courses will be available for student registration.



Search for specific courses by using the filter function in the grid or alphabetize the names by clicking on the column header.



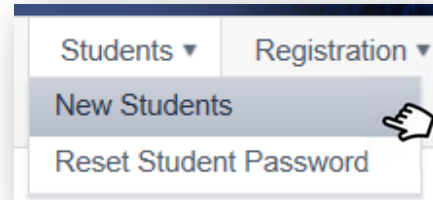
**Special Cases:** High school courses for [Idaho Digital Learning](#), [Independent Study in Idaho](#), and [BYU-Independent Study](#) do not need to be populated through this process. Courses by these providers are made available to all students by default. **If a student is taking a dual credit course through Idaho Digital Learning, select the post-secondary institution through which the credit is being transcribed as the course provider and open the course in the same manner as other courses.**

## Student Accounts

### Approving Student Accounts

*Note: Schools have the option of entering the student data themselves or allowing their students to do so. The following steps are for schools that allow students to enter into the portal and register for state aid independently. If school districts would rather manage all registrations from a district level without giving students the ability to navigate the system, please see “Funding Request Generated by School/District Users” (Page 14).*

When students create an account in the Advanced Opportunities Portal, district personnel must verify it before students can apply for state aid. To approve student accounts, select **“New Students”** under the **“Students”** tab.



This will generate a list of students who have requested to have an Advanced Opportunities Account.

Check that the year in which the student applied for an account is selected, also, you may select **“Show Denied Students”** if needed.

 A screenshot of a web form titled 'New Student Enrollments'. It contains two filter options: 'Registration Year: 2017' with a dropdown arrow, and 'Show Denied Students: ☐'. A hand cursor icon is pointing at the checkbox. Below these filters is a button labeled 'Reload Students'.

Select the student's name to see his/her account details.

### New Student Enrollments

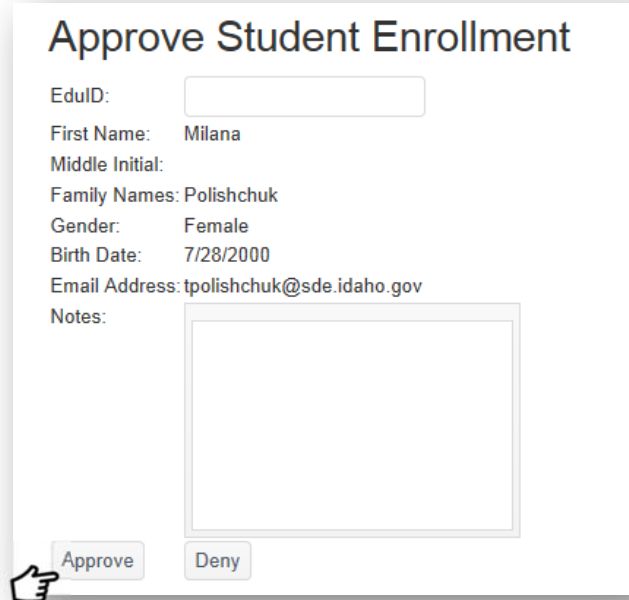
Drag a column header and drop it here to group by that column

Student	Edu ID	Birth Date	Email Address	Login Request Date
Milana, Polishchuk		7/28/2000	tpolishchuk@sde.idaho.gov	7/28/2015
Greg, Trent II		7/31/2015	test@example.com	7/22/2015

**To verify the account, enter/ verify the student's EDUID.**

[This step is very critical to the process, entering a student's EDUID incorrectly may impact the funding available to another student.](#)

By approving a student's account, districts are verifying that the student attends an Idaho public school. This step allows students to access the system. Students will not be directly tied to a district's specific school for further registration. Specific courses will be approved by the high school providing the course.

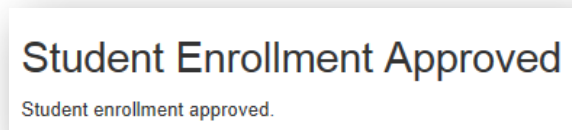


The screenshot shows a web form titled "Approve Student Enrollment". It contains the following fields and values:

- EduID: [Empty text box]
- First Name: Milana
- Middle Initial: [Empty text box]
- Family Names: Polishchuk
- Gender: Female
- Birth Date: 7/28/2000
- Email Address: tpolishchuk@sde.idaho.gov
- Notes: [Large empty text area]

At the bottom of the form, there are two buttons: "Approve" and "Deny". A hand cursor icon is pointing at the "Approve" button.

When a student's enrollment has been approved, the following message will appear:



If the student has registered for an account, but the entry does not yet appear in your list, the student must check his email and follow the link to verify his registration. If the district denies a student account, it will still appear in the district's list, but the status will simply be changed to "denied." If the student needs to have the verification email resent, have the student login, select "**Can't Log in?**" and have the verification email resent.

### **Participation Form**

Students must have a "**Participation Form**" on file with the school district. These forms are available at the State Department Advanced Opportunities website (<http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html>); additionally, they appear in a link on the student login page. Technically, these forms only need to be signed by the students and their families once. They must be kept on file at the local school district. District staff will be asked for verification that this form is on file before submitting any funding requests to the state.

### Student Lookup Feature

The student lookup feature enables you to view the status and account details of a student. You can navigate to a student's profile by clicking on the EDU-ID from any table, or by selecting the "Students" tab and clicking on "Student Lookup." After entering the pertinent information, you will see the student profile.

Given Names:	Jane
Family Names:	Doe
EduID:	000000000
Account Email Address:	janedoe@gmail.com
Student verified:	Approved
District Verified:	Approved
Disable Account:	<input type="button" value="Disable"/>

*If these fields state "unknown" or are blank, then the student has not created an account*

*This field indicates whether or not the student has verified the account in their email link*

*This field indicates whether or not the district staff have verified the student's account with an EDU-ID*

### Reset Student Password

If a student forgot his/her password, it can be reset from the student interface by selecting "Can't Log in?" The student will have the option to reset the password. School personnel can also reset a password by hovering over "Students" and selecting "Reset Student Password." A gibberish password will be sent to the student's email. Upon logging in with the gibberish password, the student can reset their password in their profile.

### Student Can't Access Old Account

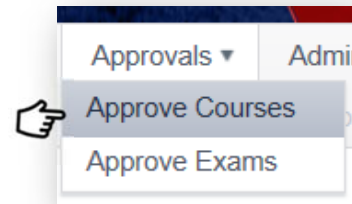
In rare instances students might not have access to an old email address under which their account was created. In this situation, you can look up the students account in the "Students" tab and select "Student Lookup." By clicking disable, the student's previous account will be disabled, and the student can create a new account. Upon EDU-ID verification, the student's previous activity will merge with the new account.

Given Names:	Jane
Family Names:	Doe
EduID:	000000000
Account Email Address:	janedoe@gmail.com
Student verified:	Approved
District Verified:	Approved
Disable Account:	<input type="button" value="Disable"/>

## Managing Funding Requests

### Approve Funding Requests, Entered by Students

The district user will need to approve or deny all course and exam requests submitted by students. The student's accounts will not be charged until this approval occurs. To approve submissions, select the category under **"Approvals"**.



Each course/exam will need to be approved individually. Select the Exam/Course name.

### Approve Course List

Export to CSV

Drag a column header and drop it here to group by that column

School Year	Term Type	School Name	Advanced Op	Edu ID	Student	Grade	Course Name	Course Submi	Course Status	Approved App
2015-2016	Spring	NORTH JUNIOR HIGH SCHOOL	8 in 6	0000000	Doe, Jane	9	Spanish 1A	11/13/2015	Pending Initial Approval	\$75.00

*Look over course/exam information carefully.* Make any necessary corrections. Use the drop down menu in the **Status** field to determine if the request will be approved or denied. Then select "Save Changes". If the course/exam is denied, enter the reason for this decision.

### Remedial & Repeated Coursework

State funding may not be used for remedial or repeated classes or exams. Make sure that students are aware that any additional expense is the responsibility of the student.

### Funding Requests Generated by School/District Users

To request state funding on *behalf* of a student, select the **"Course Application"** or **"Exam Application"** option under the **"Funding Requests"** tab.



Fill out the pertinent information related to the course or exam. Records entered by the District User will not be subject to additional approval by the District User. Please use the student's legal name. If the EDUID does not match the name uploaded to the office ISEE records, an error message will appear.

**Reminder:** Use the drop down menu for courses, which the District Manager must populate from the Administration / Course Assignment tab. Using pre-populated course information increases speed and accuracy in entering courses. If a course is not available under the Course Assignment tab (for example, if a student takes a class from an accredited post secondary institution from outside of the state), the District User may enter the course under "Other." **Be sure to use standard course title formatting (Course Code - Course Number - Course Name; ENGL 101 English Composition). Any entry that is not formatted in this way may be denied at the state level, resulting in a delayed or denied payment.**

The screenshot shows a 'Course Application' form with the following fields and values:

Student EdulD:	100797796
Student First Name:	
Student Last Name:	
School Year:	
School:	COEUR D'ALENE HIGH SCHOOL
Grade Level:	
Term:	Fall
Advanced Opportunity:	Fast Forward
Course Provider:	College of Western Idaho
Course Name:	ACCT-201 Introduction to Finan...
Number of Credits:	3.00
Cost per Credit:	65.00
Total Course Cost:	195.00
County of Residence:	Select a county
Requested Reimbursement:	195
Max Reimbursement:	\$195
Remaining State Aid:	\$3300
Remaining Balance Owed By Student: \$0	
<input type="checkbox"/> I verify that this student has a Fast Forward participation form on file with the school district.	
Submit Course	Go Home

**Look over course/exam information carefully.** Make any necessary corrections; verify that the student's participation form is on file, then click "Submit Exam/Course." The district user will receive a message confirming the approval.

The screenshot shows a confirmation message with the following content:

**Exam Approved**

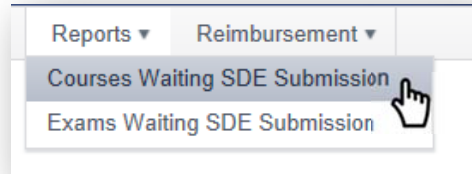
This Exam has been approved.

Back New Exams

Back Home

### Editing Process

For district personnel, courses and exams and courses will appear in “**Reports**” tab under “**Courses/Exams Waiting SDE Submission.**”



The user will see courses and exams that have been approved and charged to the student’s account. These courses can be edited as needed until the District Manager submits data to the SDE. ***If data must be edited after the student access window has closed, district personnel must communicate with the course providers about any changes.*** If the field needing correction is not editable in the system, you will need to deny the funding request completely and re-enter correctly as a new request.

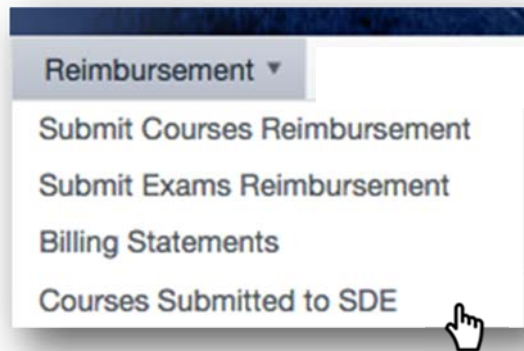
It is expected that the data submitted to the SDE is true and accurate. Please be diligent in double-checking to make sure all records are correct. If data must to be corrected after the submission, please contact the SDE directly to make such corrections. This should only happen in extreme situations. It is expected that all data is corrected before submitting to the SDE.

### Submission to the State Department of Education (District Managers)

Once the data has been successfully entered into the Advanced Opportunities Portal and is ready to be submitted to the SDE for payment, District Managers will want to ensure that their data is processed correctly.

#### Review the Data

All courses and exams that have been approved by district users will now appear in a final list to submit to the SDE. Courses and exams must be submitted separately. This feature is only available for the District Manager.



The district manager must double check records before submitting the final request. To review at the details of each submission, select the course name.

Submit Courses To SDE											
Below is a list of all courses that have been approved by your school/district for Fast Forward funding. All courses must be verified by course providers before submitting this data to the SDE. For assistance with enrollment verification, please contact the appropriate personnel from each <a href="#">provider</a> .											
Export to CSV											
Drag a column header and drop it here to group by that column											
school Year	Term Name	District ID	District Name	Grade Level	Provider	Course Name	Credit Number	Course Status	Approved Amount	Provider Email	Flagged
2017-2018	Summer	232	WENDELL DISTRICT	12	Northwest Nazarene University	<a href="#">Pols 1000 Intro to Am Nat Govt</a>	2	School Level Approval Received	\$130.00	true	
2017-2018	Summer	232	WENDELL DISTRICT	12	Northwest Nazarene University	<a href="#">Pols 1000 Intro to Am Nat Govt</a>	2	School Level Approval Received	\$130.00	true	
2017-2018	Summer	232	WENDELL DISTRICT	12	Northwest Nazarene University	<a href="#">Pols 1000 Intro to Am Nat Govt</a>	2	School Level Approval Received	\$130.00	true	
2017-2018	Summer	232	WENDELL DISTRICT	12	Northwest Nazarene University	<a href="#">Pols 1000 Intro to Am Nat Govt</a>	2	School Level Approval Received	\$130.00	true	

District Managers can still make crucial edits to the courses by clicking on the course name. Please make sure to double check the APPROVED AMOUNT and the COUNTY OF RESIDENCE.

### **Communicate with Course Providers**

District Managers will need to verify that the course provider has confirmed that the student is taking the course before the **“Submit Courses to SDE”** will turn red, indicating that the school district has a 100% match with the course providers. To quickly identify discrepancies, the District Manager can use the **“College Enrollment Status Match,”** found under **“Reports.”**



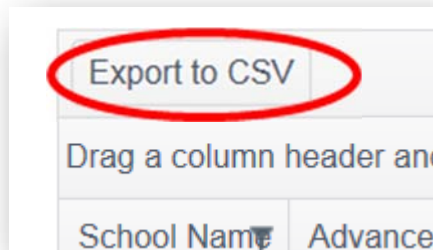
A report will be generated in which users can see where data is not yet at a 100% match with the course providers.

College Enrollment Update Status							
The report below indicates the percentage of course enrollments that have been verified by participating providers. All courses must be verified by course providers submitting this data to the SDE. For assistance with enrollment verification, please contact the appropriate personnel from each <a href="#">provider</a> .							
<a href="#">Export to CSV</a>							
Drag a column header and drop it here to group by that column							
School Year	College	Term	Total Number Of Options	Number Enrolled	Approved Credits	Percentage Enrolled	
2017-2018	Boise State University	Summer	1	0	0	0 %	
2017-2018	College of Southern Idaho	Summer	2	1	2	50 %	
2017-2018	College of Western Idaho	Summer	3	2	4	66 %	
2017-2018	Northwest Nazarene University	Summer	4	4	8	100 %	
2017-2018	Idaho Digital Learning Academy	Summer	40	0	0	0 %	

To identify specific student issues, the District Manager can download the CSV File from the **“Submit Courses Reimbursement”** report under **“Reimbursements.”** The **“Student Enrolled”** column in the spreadsheet will indicate whether or not the student’s enrollment has been verified by college (“true”=verified, “false”=not verified.)

Contact the course provider to clear up any discrepancies. The submission link will not be live until 100% of the records have been verified by the provider. A [contact list](#) of course providers is available on the [Advanced Opportunities website](#).

### **Export Data to CSV**



This function will generate a report to an excel spread sheet, please save a final report for district records. As soon as data is submitted to the SDE, it will no longer be editable.

### **Submit data to the Idaho State Department of Education**

When 100% of the data has been matched by the providers, the button in the lower left hand corner of the “Submit Courses Reimbursement” report will turn red. Click to submit to the SDE.



Plan to submit this information earlier than the deadline. If submissions are late, the SDE will not be able to pay the post-secondary institutions in a timely manner. This may result in late fees for your students.

**Submission Deadlines**

**Submissions are due to the SDE on or before the following dates:**

<b>Term</b>	<b>Student Access/ Data Entry Window</b>	<b>Verification Window (Get to 100% Match)</b>	<b>District Submission Deadline</b>
<b>Summer 2017</b>	May 1 – June 30	July 1 – Aug17	Aug18, 2017
<b>Fall 2017</b>	Aug 21 – Sept 29	Oct 2 – Nov 3	Nov 10, 2017
<b>Spring 2018</b>	Jan 8 – Feb 23	Feb 26 – Apr 27	May 4, 2018
<b>Trimester 1</b>	Aug 21 – Sept 29	Oct 2 – Nov 3	Nov 10, 2017
<b>Trimester 2</b>	Nov 20 – Jan 19	Jan 22 – Feb 2	Feb 9, 2018
<b>Trimester 3</b>	Feb 12 – Mar 30	Apr 2 – Apr 27	May 4, 2018

**Please contact the SDE to make any changes or modification made after the data has been submitted.**

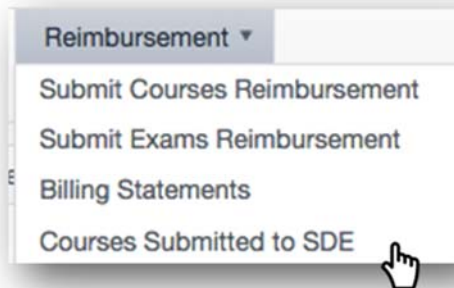
**Beginning a New Term**

Before entering and approving requests for the next term, all data for the previous term should be submitted to the SDE. Once the submission has taken place, refer to pages 5-9 for *District Set Up* instructions. Data sets between terms should not be co-mingled.

## Other Features

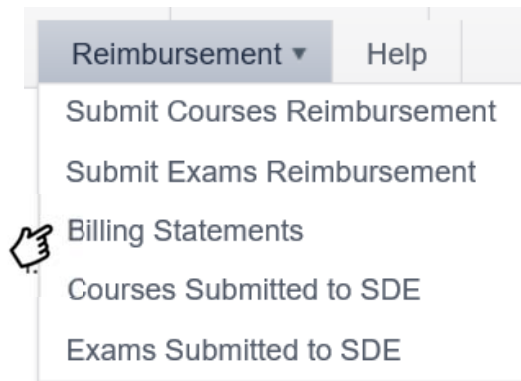
### Courses Submitted to SDE

After the district manager has submitted the courses to the SDE they can be viewed by District Managers in the **“Reimbursements”** tab under **“Courses Submitted to SDE”** and by other users in the **“Reports”** tab. Please note that these courses are no longer editable by the districts. At this point in the process, the SDE must be contacted if changes need to be made.



### Billing Statements

After the SDE makes payment to the providers and districts a receipt will be placed in the **“Billing Statements”** sections of the **“Reimbursements”** and **“Reports”** tab. This will indicate completion of payment.



**Billing Statements**

The below table contains Billing Statements for the Advanced Opport

Export Overview   Export Transactions

Drag a column header and drop it here to group by that column

Statement ID ▲ ▼	Status ▼	Paid To ▼
428	Paid	Lewis-Clark State College
433	Paid	Boise State University

Drag a column header and drop it here to group by that column

Type ▼	Name ▼	Provider ▼	Reimbursement ▼
Course	ENGR 115 Idaho Aerospace Scholar	Boise State University	\$130.00
Course	ENGR 115 Idaho Aerospace Scholar	Boise State University	\$130.00

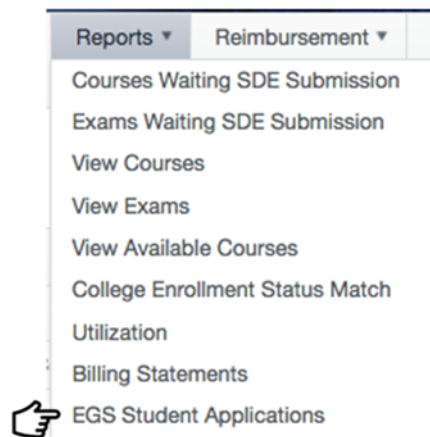
Billing statements are highly useful if a question about when a payment was made arises. To find specific details, follow the drop down arrows:

### **Early Graduation Scholarship**

Students who graduate at least a full year early from an Idaho public school are eligible for an early graduation scholarship. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly \$1,500.00.

Scholarships can be used at Idaho public post-secondary institutions. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If a student elects not to attend a college or university immediately after high school, they will have up to two years to utilize the scholarship before it expires.

To apply for this scholarship, students must login through a student user account and request this scholarship. The student request will then show under **“Reports” / “EGS Student Application.”**



On this report, the district will be able to see which students requested the scholarship; the district will verify that the student did, in fact, graduate one, two or three full years early. The school will enter an exit code in ISEE of 4G (one year early), 4H (two years early) or 4I (three years early). This data will be matched with the student funding requests. If the data matches, the funds will be sent directly to the post secondary institution at the beginning of the Fall semester. The student may monitor the scholarship through his or her login.

EGS Applications				
Export to CSV				
Drag a column header and drop it here to group by that column				
Reimbursement	Applications	Year	Term	College
Pending SDE Approval	Student Submitted App; No ISEE Record	2017-2018	Fall	North Idaho College
Pending SDE Approval	Student Submitted App; No ISEE Record	2017-2018	Fall	North Idaho College


### **Student Flags**

When a student fails to earn credit for a class, either due to withdrawal, failing grade, or non-completion, a flag must be entered on the student account. This allows all participants to know that the student must pay for the next “like” class or exam (the next item must be of the same or greater cost and the same type—overload, dual credit tuition, exam cost).

Flags may be entered by anyone with access to the student’s account, including the district, the course provider, or the SDE. A flag may only be cleared by the person who entered it.

To enter a flag, go to the individual student account by clicking on the EDU-ID in any table or using the Student Lookup feature in the “**Students**” tab.

Once in the student record, “**Student Flags**” will appear at the top of the record. To add a flag, click on “**Add new record.**” Enter specific details, as a student may have more than one flag in place at a time. Select “**Save changes**” to add the flag.

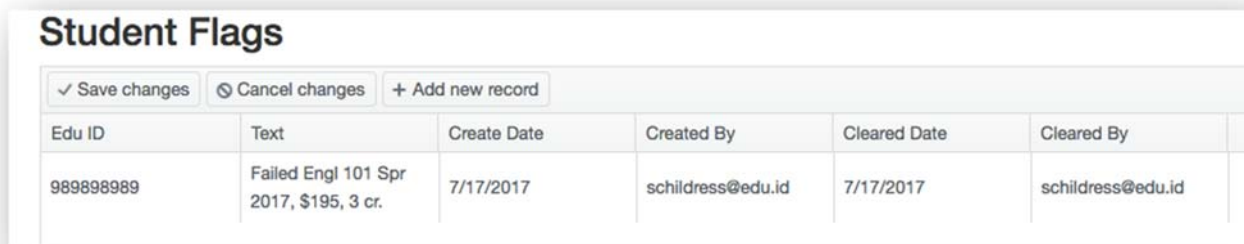


**Student Flags**

✓ Save changes   ✕ Cancel changes   + Add new record

Edu ID	Text	Create Date	Created By	Cleared Date	Cleared By	
989898989	Student failed 3 cr Engl 101, Spr 2017 NIC, \$195	7/14/2017	schildress@edu.id			Clear

To clear a flag, the same user (or a user with superior permissions) must go to the student account, and press “**Clear.**” The flag will show the user who cleared it and the date it was cleared. It will remain as a part of the student’s record.



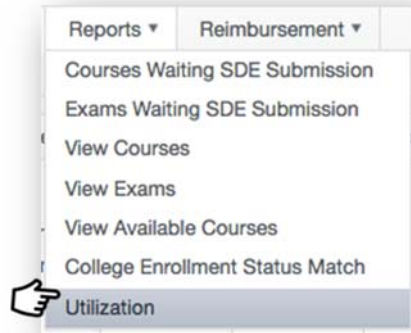
**Student Flags**

✓ Save changes   ✕ Cancel changes   + Add new record

Edu ID	Text	Create Date	Created By	Cleared Date	Cleared By	
989898989	Failed Engl 101 Spr 2017, \$195, 3 cr.	7/17/2017	schildress@edu.id	7/17/2017	schildress@edu.id	

**Utilization Report**

School personnel may also view a program utilization report; users have the same level of transparency as fits their user role (School Users can see school specific information; District Users may see district wide information). This report may be accessed under “Reports”; once there, select “Utilization.”



This report will show an aggregate breakdown of students, credits, exams and total dollars paid by each school in the district.

Courses	Credits	Exams	Dollars Paid	Student Count
371	989.00	21	\$66,455.00	247
nn				
Courses	Credits	Exams	Dollars Paid	Student Count
9	1.00	0	\$675.00	6
260	786.00	2	\$49,350.00	163
5	0.00	0	\$375.00	4
97	202.00	19	\$16,055.00	74

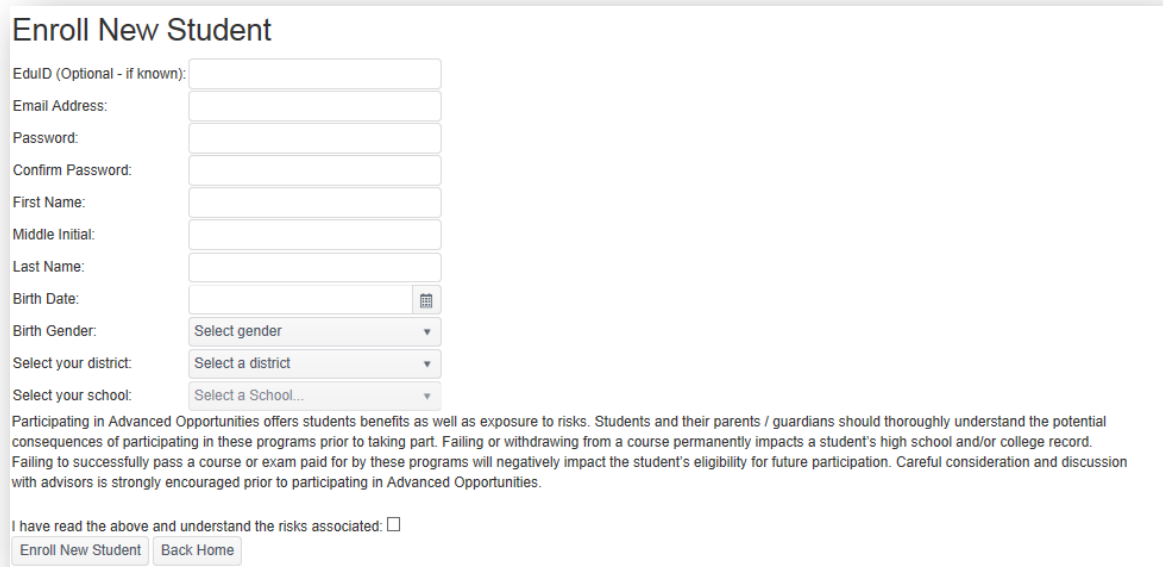
## STUDENT NAVIGATION

### Creating a Student Account

From the Advanced Opportunities site (<http://www.sde.idaho.gov/student-engagement/advanced-ops>) the student will select the blue “**Apply for Advanced Opportunities**” link.

The student will click “**Create an Account**” in the top right hand corner.

The student will register for an account using a valid email address.



The screenshot shows a web form titled "Enroll New Student". It contains several input fields: "EduID (Optional - if known):", "Email Address:", "Password:", "Confirm Password:", "First Name:", "Middle Initial:", "Last Name:", "Birth Date:" (with a calendar icon), "Birth Gender:" (a dropdown menu with "Select gender"), "Select your district:" (a dropdown menu with "Select a district"), and "Select your school:" (a dropdown menu with "Select a School..."). Below these fields is a paragraph of text explaining the risks of participating in Advanced Opportunities. At the bottom, there is a checkbox labeled "I have read the above and understand the risks associated:" and two buttons: "Enroll New Student" and "Back Home".

Enroll New Student

EduID (Optional - if known):

Email Address:

Password:

Confirm Password:

First Name:

Middle Initial:

Last Name:

Birth Date:

Birth Gender: Select gender

Select your district: Select a district

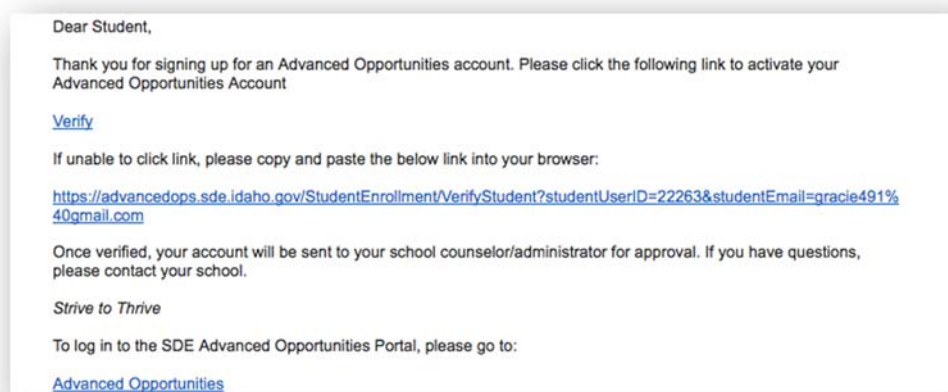
Select your school: Select a School...

Participating in Advanced Opportunities offers students benefits as well as exposure to risks. Students and their parents / guardians should thoroughly understand the potential consequences of participating in these programs prior to taking part. Failing or withdrawing from a course permanently impacts a student's high school and/or college record. Failing to successfully pass a course or exam paid for by these programs will negatively impact the student's eligibility for future participation. Careful consideration and discussion with advisors is strongly encouraged prior to participating in Advanced Opportunities.

I have read the above and understand the risks associated: ☐

Enroll New Student Back Home

An email will be sent to the student to verify the account. The student will need to select the link to proceed. This email is sent instantly; if the student doesn't get it within minutes of applying, he should check his spam folder or confirm that he used a valid email address.



The screenshot shows an email template for a student. It starts with "Dear Student," followed by a thank you message for signing up for an Advanced Opportunities account. It includes a link to "Verify" the account. Below that, it says "If unable to click link, please copy and paste the below link into your browser:" and provides a long URL. It then states that once verified, the account will be sent to the school counselor/administrator for approval. The email ends with the SDE logo and the text "Strive to Thrive".

Dear Student,

Thank you for signing up for an Advanced Opportunities account. Please click the following link to activate your Advanced Opportunities Account

[Verify](#)

If unable to click link, please copy and paste the below link into your browser:

<https://advancedops.sde.idaho.gov/StudentEnrollment/VerifyStudent?studentUserID=22263&studentEmail=gracie491%40gmail.com>

Once verified, your account will be sent to your school counselor/administrator for approval. If you have questions, please contact your school.

*Strive to Thrive*

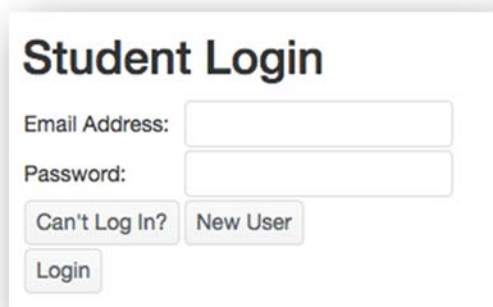
To log in to the SDE Advanced Opportunities Portal, please go to:

[Advanced Opportunities](#)

Upon verification by the student, a district or school user will approve the account. This step may take a bit of time, as it is done manually by the school district. Once approved, the student will be able to apply for funding for courses/exams.

After district personnel have approved the account, the student can log into the portal with the username and password that the student set up.

The student can now apply for funding for courses and / or exams.

A screenshot of the 'Student Login' form. It features a title 'Student Login' at the top. Below the title are two input fields: 'Email Address:' and 'Password:'. Under the 'Password:' field are two buttons: 'Can't Log In?' and 'New User'. At the bottom left of the form is a 'Login' button.

### **Incorrect Account Information**

If a student created an account but selected the wrong school, or entered any of his or her information inaccurately, the student may log into the account and correct this information in the profile.

### **Missing Verification Email / Reset Password**

If the student is missing the verification email or needs to reset his password, he should login to the website and select the “Can’t Log In?” link.

The student may then choose to have the verification email resent or to reset his/her password.

A screenshot of the 'Student Landing' form. It has a header 'Student Landing'. Below the header is a text prompt: 'Please enter the email address of the account that needs to have its password reset, or needs to have the verification email resent:'. To the left of the input field is a hand icon pointing to the field. Below the input field are two buttons: 'Reset Password' and 'Resend Verification Email'.

If a student receives the following error message, it is possible that they created an account and typed in their email address incorrectly.

**“Resending the verification email failed. Please make sure the email address is correct, and belongs to an existing account. Note that already-verified accounts cannot be re-verified.”**

In this case, a student should re-create the account with the correct email address.

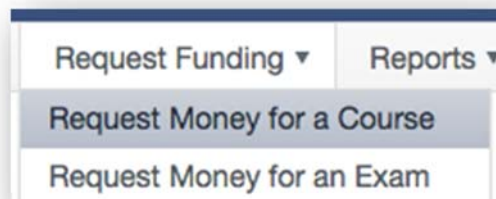
### Student Generated Funding Request

Once the student has logged into her account, she is almost ready to apply for funding.

The student needs to be sure that she has submitted a completed **Participation Form** to her school district; the district must have these on file in order to approve the student for any Advanced Opportunities funding. The form can be found under the fourth tab across the top upon logging into the website, it is labeled **“Forms.”** Turn the Participation Form into your local school district.



Once the form is on file, the student is ready to request funding. She will select **“Request Funding”** and then will choose the application type.



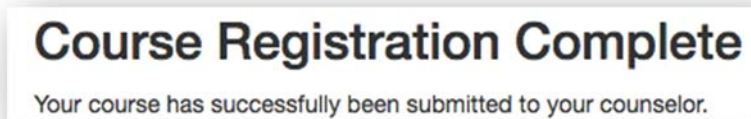
The student will enter the course/exam information, using the pre-populated drop down course or exam menu.

A screenshot of the 'Course Application' form. The form is titled 'Course Application' and contains several sections of input fields. The first section includes dropdown menus for 'School Year', 'District', 'School', 'Grade Level', and 'Term'. The second section includes a dropdown for 'Advanced Opportunity' (set to 'Fast Forward'), a dropdown for 'Course Provider', and a dropdown for 'Course Name'. The third section includes text input fields for 'Number of Credits', 'Cost per Credit', and 'Total Course Cost'. The fourth section includes a dropdown for 'County of Residence', a text input for 'Requested Reimbursement', and text inputs for 'Max Reimbursement' and 'Remaining State Aid'. The fifth section includes a red text label 'Remaining Balance Owed By Student:' and two buttons: 'Submit Course' and 'Go Home'.

If the desired course or exam is not available, the student should contact district personnel to ensure that that course or exam is eligible. The district may need to add a class to the drop down menu through the **“Course Assignments”** feature.

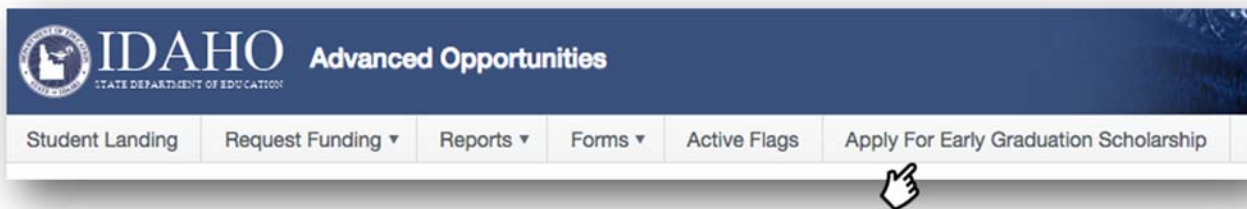
If the student is taking a course from an out-of-state provider or is taking an atypical class, the request will need to be entered by the district personnel as an “other” option.

Once the request has been submitted, the student will receive a notice indicating that applying for state aid to pay for the course/exam has been completed.



### **Early Graduation Scholarship Application**

Students who graduate at least a full year early are eligible for an Early Graduation Scholarship. This is typically about \$1,500 (it is 35% of Average Daily Attendance funding.). To apply for this scholarship, students must login to their Advanced Opportunities account. In the bar at the top of the webpage, the student will select “Apply for Early Graduation Scholarship.”



Once the student has opened up this form, his student information will auto-populate. Then he will complete the remaining information needed. The student will submit the application. This request will be visible by the student’s district, which will need to enter the verifying information regarding the student’s graduation in the state’s student data system, ISEE.

Year Entering College:	Select a School Year
Term Entering College:	Select a Term
College:	Select a Course Provider
<input type="button" value="Submit Application"/>	<input type="button" value="Go Home"/>

The student may track the scholarship progress in his Advanced Opportunities account. Students are encouraged to communicate with their districts to confirm eligibility for this scholarship.

### Email Notifications

Students will receive email notifications whenever the status of the submission changes. This includes denial, approval, and payment status.

### Student Account Management

The student will be able to manage her account in the portal. Reports of prior course submissions and programs totals may be found under the **“Reports”** tab in the student login.



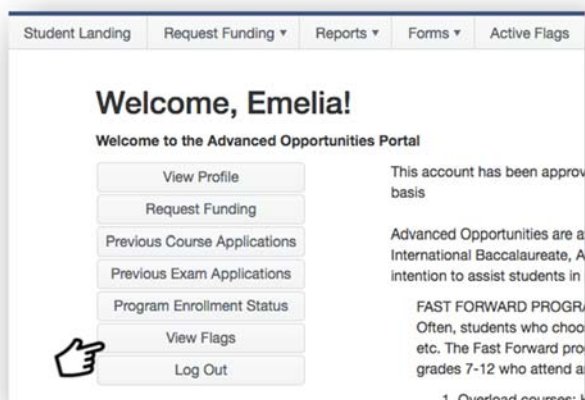
If a student wants to see prior requests for courses or exams, she may click on the **“Previous Course Applications”** or **“Previous Exam Applications”** reports. This will show the student’s applications and current status (pending, approved/denied, or paid).

Student Course Submissions										
Drag a column header and drop it here to group by that column										
School Year ▼	Program ▼	District ▼	School ▼	Provider ▼	Course Name ▼	Submitted Date ▼	Status ▼	Requested Refund ▼	Approved Refund ▼	
2016-2017	Fast Forward	COEUR D'ALENE DISTRICT	COEUR D'ALENE HIGH SCHOOL	North Idaho College	Engl 101	7/28/2016	Pending Initial Approval			

Students may view their overall use of the program under **“Program Totals.”** Students and parents may want to use this tab to monitor their overall program balance.

Program Enrollment							
A grade of 0 means that the available amounts don't change based on current grade level.							
Drag a column header and drop it here to group by that column							
Advanced Opp Name ▼	School Year ▼	Term Name ▼	Grade Level ▼	Credits Approved ▼	Exams Approved ▼	Dollars Approved ▼	Dollars Available ▼
Fast Forward	2016-2017	Year	0	0	0	\$0	\$4125

Students may also monitor their flag status through their account. Student accounts may have a flag added when they fail to earn credit for a course or exam. In order to access future funding, the student must pay for a “like” course or exam (same type of funding request, and same or greater cost.) Student flags details can be accessed in two places, click on **“View Flags”** or **“Active Flags.”**



***Thank you for your dedication to Idaho students!***

The State Department of Education appreciates all the efforts put in by school district personnel to ensure that Idaho students are able to benefit from the Advanced Opportunities program. Additionally, we are committed to ensuring effective implementation of these programs. If you have any questions, suggestions, or comments, please feel free to contact the Advanced Opportunities Support team (<http://www.sde.idaho.gov/student-engagement/advanced-ops/contact/Regional-Coordinaors.pdf>).